

BY ORDER OF THE COMMANDER
21st SPACE WING



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Supply

CHIEF OF SUPPLY (COS)
ORGANIZATION AND RESPONSIBILITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is CORSC/LGRSP (Mr. Paul L. Bentley). This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 2, *Chief of Supply (COS) Organization and Responsibilities*. This supplement describes 21 SW procedures for use in conjunction with the basic AFMAN. It applies to all Peterson AFB Standard Base Supply System (SBSS) functions. It also applies to all activities assigned to and those activities supported by the 21st Space Wing. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Global: Revises all Standard Base Supply System Office Symbols. Paragraph 2.13.14.2 changes time-frames for How Goes It briefings. Paragraph 2.50.9 changes How Goes It responsibility to the Quality Program Manager. Renumbers paragraphs 2.62.3.11 and 2.62.3.12 to 2.62.3.10 and 2.62.3.11. Paragraph 2.62.4.6.3 changes reconciliation to June. Deletes paragraph 2.63.9. A bar (|) indicates a revision from the previous edition.

2.3.2. Standard office symbols used in the SBSS under the contracted base supply operation are provided in attachment 2A-2 of this supplement.

2.9. Customer Service (LGRSC) will prepare an annual schedule and do assistance visits to all major customers, with the exception of Air Force Satellite Control Network (AFSCN) and Electronic Asset Control Center (EACC) supported sites. Customer Service Supervisor documents all visits to the

Peterson AFB Supply Manager (LGRS) and sends a copy to the organization visited and any supply function with action or a need to know.

2.13.14.2. How Goes It briefings will be held no later than the 15th of January, April, July, and October with HQ AFSPC. Monthly slides are required by command.

2.13.25. Authority is delegated to the CORSC Equipment Management supervisor for approval or disapproval of authorization changes within applicable allowance document basis of issue, except items which are controlled by major command (MAJCOM) or higher headquarters.

2.13.26.2. The Government Funds Manager (21 LRS/LGRD) is designated as the representative to the Financial Working Group.

2.16.2. Satellite accounts FB2502, FB2505, and FB2507 are decentralized.

2.23.1. All duties outlined for Funds Management are performed by the Government Funds Manager (21 LRS/LGRD).

2.24.2.10.3. Perform analysis semiannually (January and July).

2.28.3.2.2. Use procedures in paragraph 2.28.3.2.3.

2.30.8. Upon receipt of AF Form 1000-1, **IDEA Evaluation and Transmittal**, the suggestion monitor establishes a suspense and sends the AF Form 1000-1 to the office of primary responsibility (OPR) for evaluation. Personnel with the most experience and knowledge in the area of the suggestion should perform the evaluation. Include the following statement in the last line of evaluation: "The comments noted here are provided by a contractor-operated function," and sign the signature of evaluator block of the AF Form 1000-1. The flight chief of the OPR coordinates in block 4. The suggestion monitor ensures that the CORSC or Base Level Procedures and Analysis Element reviews all suggestions. Procedures and Analysis makes a complete review of the evaluation, including savings, and tangible or intangible benefits (in accordance with AFI 38-401, *The Air Force Innovation Development Through Employee Awareness (IDEA) Program*), and coordinates in block 4. Upon completion of the evaluation, the suggestion monitor sends the AF Form 1000-1 to the Chief of Supply, 21 LRS/LGRD, for review and approval. The Chief of Supply signs the responsible official block of the AF Form 1000-1 and returns it to the suggestion monitor to clear suspense and send forward, as appropriate.

2.40.4. Upon receipt of special subjects or special interest items, a project folder will be established. The responsible Procedures Element will conduct an initial inspection utilizing the special subjects/special interest items checklist for the appropriate function. An initial report will be written on the findings and forwarded to the Chief of Supply. A copy of this report will be forwarded to the applicable function under a cover letter directing that corrective action be initiated on identified discrepancies. This letter will also request a reply from the function with a realistic suspense date established. A reinspection will be conducted and a process report written and forwarded to the Chief of Supply when requested.

2.42.1. Flight chiefs or functional supervisors appoint, in writing, to the applicable Procedures Element, primary and alternate reject monitors for each terminal device or area of responsibility. Letters must include monitor's phone number and device numbers the monitors are responsible for. Procedures reviews the reject listing daily to make sure that the function responsible for the reject corrects the reject and clears it within the required time frame.

2.50.4. Perform analysis semiannually (April and October).

2.50.6. Perform analysis semiannually (January and July).

2.50.9. The Quality Program Manager accomplishes monthly trend analysis and prepares How Goes It briefings.

2.62.3.4.3. The CORSC Equipment Management Element sends any Air Force Equipment Management System's (AFEMS) (C001) e-mail notices to the program manager (CORSC Procedures Element).

2.62.3.8.8. The CORSC Procedures Element processes delivery destination record updates.

2.62.3.8.9. The CORSC Procedures Element maintains and publishes the delivery destination listing.

2.62.3.10. The CORSC Procedures Element processes ISR inputs.

2.62.3.11. The CORSC Procedures Element conducts the standard reporting designator (SRD) validation.

2.62.4.6.3. Reconcile files annually (June).

2.63.4. Customer Service manages TOC kits.

2.65.2. The 721st Communications Squadron and the 721st Civil Engineer Squadron store and issue in-place readiness spares package (IRSP) assets applicable to their units.

2.65.6. War Readiness personnel are designated as the mobility readiness spares package (MRSP) functional check monitors.

2.65.10. War Readiness personnel are required to check MRSP assets for shelf-life expirations. Cheyenne Mountain AFS maintenance personnel are required to check IRSP assets for shelf-life expirations.

2.67.1. War Readiness is responsible for all functions involved in the management of mobility bags and small arms.

2.73.8. NOTE: Accomplish surveillance inspection program.

2.74.6. Customer Service gets missing data in accordance with paragraph 2.28.3.2.3.

Attachment 2A-2**Table 2A2.1. Standard Base Supply System Office Symbols.**

TITLE	OFFICE SYMBOL
Multi-Wing Logistics Support Project Manager	PMI/PM
AFSPC CONTRACTOR OPERATED REGIONAL SUPPLY CENTER (CORSC)	
Regional Supply Manager	AFSPCCORSC/LGRS
Procedures	AFSPCCORSC/LGRSP
Computer Operations	AFSPCCORSC/LGRSC
Equipment Management	AFSPCCORSC/LGRSE
Stock Control	AFSPCCORSC/LGRSS
Mission Support (MICAP)	AFSPCCORSC/LGRSM
Record Maintenance	AFSPCCORSC/LGRSR
PMI BASE SUPPLY	
Peterson AFB Supply Manager	PMI/LGRS
Procedures	PMI/LGRSP
Customer Service	PMI/LGRSC
Document Control	PMI/LGRSCD
Inventory	PMI/LGRSCI
Registered Equipment Management	PMI/LGRSCR
Materiel Storage and Distribution	PMI/LGRSD
Hazardous Material	PMI/LGRSDH
Receiving	PMI/LGRSDI
War Readiness	PMI/LGRSDW
Surface Freight	PMI/LGRSDT
Fuels Management Flight	PMI/LGRF
Accounting and Administration	PMI/LGRFA
Fuels Operations	PMI/LGRFO
Quality Control and Inspection	PMI/LGRFI

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